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Message Text

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E.O. 11652:N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL
ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS WILL NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

2. ENTRY/EXIT FORMALITIES
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THE PARTY WILL HAVE SOVIET VISAS AND REQUIRED INOCULATIONS. PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/LODGINGS

WE ASSUME SOVIETS WILL OFFER LENIN HILLS FACILITIES FOR SECRETARY AND OFFICIAL PARTY MEMBERS AS WELL AS OFFICE SPACE FOR SPECIAL ASSISTANTS.

A. SPECIAL ASSISTANTS' OFFICE: IT MUST BE LARGE ENOUGH TO ACCOMMODATE TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS ARE: FOUR DESKS OR WORKING TABLES, THREE TYPEWRITERS AND TYPEWRITER STANDS, OFFICE SUPPLIES, AND ONE COPY MACHINE.

B. LODGINGS FOR REMAINDER OF PARTY: REQUEST SINGLE ROOMS IN ONE CENTRALLY-LOCATED HOTEL. WE EXPECT PRESS WILL BE BILLETED AT INTOURIST.

C. SUPPORT OFFICES: IF SECRETARY STAYS AT LENIN HILLS IN ADDITION TO SPECIAL ASSISTANTS' OFFICE, AN OFFICE FOR SENIOR STAFF SHOULD BE SET UP IN ONE OF THE VILLAS, BUT NOT THE SECRETARY'S, AT LENIN HILLS.

(1) S/S OFFICES: OFFICES FOR THE SECRETARIAT TEAMS (S/S) SHOULD BE LOCATED IN THE CHANCERY, REPEAT CHANCERY. HOWEVER, IF SECRETARY AND SPECIAL ASSISTANTS ARE PUT INTO KREMLIN APARTMENTS THEN EVERY EFFORT SHOULD BE MADE TO HAVE SOVIETS HOUSE REST OF THE PARTY AND ESTABLISH S/S AND SENIOR STAFF OFFICES IN ROSSIYA.

(2) SENIOR STAFF OFFICE: SPACE SUFFICIENT TO ACCOMMODATE FOUR-FIVE PEOPLE. IF IN HOTEL, TWO CONNECTING DOUBLES ADJACENT TO S/S OFFICE. EQUIP WITH FOUR-FIVE DESKS OR TABLES, AND THREE TYPEWRITERS.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE LIMITED OFFICIAL USE

PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN BOARD FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: SEE SEPTEL ON PRESS ARRANGEMENTS FOR

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SPECIAL REQUIREMENTS.

4. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

A. THE SECRETARY

B. ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY OR ABOVE. NAMES WILL BE PROVIDED LATER.

C. ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

D. ONE VEHICLE FOR THE PRESS SPOKESMAN.

E. ONE VEHICLE FOR THE S/S TEAM.

F. ONE VEHICLE FOR WHCA PERSONNEL.

G. ONE LARGE VAN TO TRANSPORT CLASSIFIED MATERIAL TO AND FROM THE AIRCRAFT.

H. A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

I. USSS VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH THE ADVANCE TEAM.

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J. PRESS BUS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE THAT DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

5. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF PASSENGER LIST PLEASE MAKE ROOM AND CAR

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ASSIGNMENTS AND ADVISE THE DEPARTMENT (S/S-EX) IMMEDIATELY.

6. SECURITY

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (1) THE SPECIAL ASSISTANTS' OFFICE, AND (2) THE SENIOR STAFF OFFICE, AND (3) THE S/S OFFICE. IF (2) AND (3) ARE COLLOCATED, ONLY TWO POSTS NEED BE ESTABLISHED.

D. IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY SOVIET AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.
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7. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

C. BAGGAGE WILL BE PRE-TAGGED AND CODED FOR SEPARATE LOCATIONS AND MARKED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED.

D. "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING SHOULD BE DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY.

8. GIFTS

WE DO NOT PLAN EXCHANGE OF GIFTS UNLESS POST RECOMMENDS OTHERWISE.

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9. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO S/S ADVANCE TEAM ON ARRIVAL.

B. A COURIER WILL BE REQUIRED TO LINK THE S/S TEAM, THE EMBASSY'S C&R UNIT AND THE SECRETARY'S QUARTERS. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE IF THESE THREE POINTS ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S ADVANCE TEAM ON ARRIVAL.

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10. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO A/OC AND A/SY.

11. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

12. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

13. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

14. MISCELLANEOUS

A. ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE

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VISITORS' CONTROL ROOM ON ARRIVAL.

B. ARE THERE ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, ETC., WHICH MIGHT AFFECT VISIT?

C. ADVISE LOCAL ELECTRICAL CHARACTERISTICS. IT IS IMPORTANT THAT YOU TELL US THE VOLTAGE AND CYCLES INFORMATION FOR SPECIAL ASSISTANTS' OFFICE.

D. EXCEPT FOR POTABLE WATER (AS APPROPRIATE), NO BEVERAGES SHOULD BE PLACED IN VISITORS' ROOMS. ALSO, NO FLOWERS.
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E. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

F. THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN. HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

G. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.
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